

10-100 DOCUMENTATION

10-101 INITIATES REQUESTS FOR DOCUMENTS OR EVIDENCE

The WFI requests written documentation and/or evidence necessary to prove the allegation(s) contained in referral. The WFI must:

- A. Document the date the request for the information was initiated on the PA 334.
- B. Control for receipt of the information.
- C. Initiate a second request as appropriate.
- D. If no response to the written request is received, the WFI shall attempt to obtain the information by telephone or in person (discuss with SWFI).

10-102 Matrix

- A. The WFI shall use the Matrix as needed to determine the type of evidence which may be required to complete the investigation.

WFP&I Documents Required for Evidence

	Assets/ Property	Identity/Multiple Aid Fraud	Income	Household Composition/ Residence	Miscellaneous
Types of Documents:					
Bank Account	X				
Birth Certificate		X		X	
CA ID or Driver's License	X	X	X	X	X
Death Certificate		X		X	
Divorce Papers		X	X	X	
DMV vehicle registration	X			X	
EDD (UIB/DIB, etc)			X	X	
Employer			X	X	
Franchise Tax Board	X			X	
Insurance Policy			X		
Marriage Certificate		X		X	
Military Allotment	X				
Property Pro	X				
Rental/Lease Agreement	X	X	X	X	
School Records		X		X	
Social Security Admin. Records		X	X		
Utility Bills				X	
Worker's Compensation			X		
Warrants - Criminal					X

10-103 REQUESTS PERIODIC CA 7 and/or CW 7 REPORT

The WFI shall request the required Periodic Report(s) CA 7 and/or CW 7 as follows:

- A. Initiates WFP&I 363 (Document Retrieval Request Form) to RCI Image Systems for the months prior to November 2002.

Note: Currently, a second request is not required if the WFI has not received either the CW 7s or a notification declaring "Not on File".

WFI is to confer with SWFI to determine appropriate action if no response is received from RCI after 60 days.

- B. Initiates a WFP&I 363 to the identified District Office to request CA/CW 7s for months beginning November 2002.

10-104 REQUESTS DRIVER'S LICENSE OR IDENTIFICATION CARD INFORMATION AND PHOTOGRAPHS

The WFI shall request a CA Driver's License or Identification Card information from the Department of Motor Vehicles (DMV) as follows:

- A. Completes the WFP&I 342, "REQUEST FOR DMV INFORMATION" as follows:

1. Enters the person's name in Section I.
2. Enters the DPSS Case Name and Case Number in Section II.
3. Enters current and previous addresses in Section III.
4. Checks appropriate box(s) in Section IV.

Note: WFI must have SWFI's approval and signature for an "Emergent" request.

5. WFI prints name, file number, date and telephone number in Section VI.
6. Submits original and 1 copy of WFP&I 342 to DMV clerk.
7. Files 1 copy of WFP&I 342 on right side of CFF.

- B. Completes the INF 252, Government Agency Request for Driver's Record Information to request DMV records and photo as follows:

1. Must be completed in black ink
2. Use Requester code: 66800

10-104 REQUESTS DRIVER'S LICENSE OR IDENTIFICATION CARD INFORMATION AND PHOTOGRAPHS (continued)

3. Enter full name, if known
4. Enter the following:
 - a. Driver License Number, if known
 - b. Address
 - c. Date of Birth
 - d. Miscellaneous Information, enters case name
 - e. Enter Requestor's Name, Address, Unit and File number
5. Check "Certified" and other appropriate boxes in Section 5, "Information Requested" on form (i.e. status and record, photo of subject and/or copy of prior conviction).
6. Photocopies the INF 252 and files the photocopy on the right side of CFF.

10-105 REQUESTS VEHICLE / VESSEL REGISTRATION INFORMATION

The WFI requests Vehicle /Vessel registration information as follows:

A. Telephonic Request - Vehicle

1. Completes a WFP&I 342, original and one copy, and places completed form in the designated DMV basket.
2. The WFI must document the response to the WFP&I 342 on the PA 334 upon receipt from the DMV operator and file the WFP&I 342 on the right side of CFF.

B. Vessel Registration

1. Completes the INF 252, Government Request for Vessel and Vessel Registration Information in black ink.
2. Forwards 2 copies of the INF 252 to the DMV.

DMV
Attn: Forms Management
P.O. Box 944231
Mail Station G202
Sacramento, CA 94244-2310

10-106 OBTAINS INFORMATION FROM EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD)**A. On-Line IEVS Applicant System**

1. The On-Line IEVS Abstracts (IEVS/ASA) provide confidential information from the Employment Development Department (EDD), Franchise Tax Board FTB, MEDS/CDB (Central Data Base) and Social Security Administration (SSA).
2. The WFP&I 327 is used to request IEVS Information for suspected employment within the last 12 months. Inquiries are limited to those persons (aided or unaided) suspected of committing welfare fraud.

B. The WFI requests on-line IEVS information as follows:

1. Completes the WFP&I 327, Request for IEVS information, in duplicate. It is mandatory that the **Bold** fields be completed.
2. The WFI enters:
 - a. WFI file number, name and date prepared
 - b. Case name and State number
 - c. Participant's name, social security number and date of birth.
3. Signs and forwards the original and 1 copy of WFP&I 327 to the unit clerk for processing.
4. Documents the date the WFP&I 327 was initiated on the PA 334.
5. Receives the EDD printout, reviews the IEVS/ASA and evaluates the validity of the match for the following.
 - a. All identifying information submitted for each person shown on the abstract Summary is correct (i.e. name, SS#, date of birth and sex).
 - b. Match information from the data source correctly identifies the person (i.e. the complete name appearing on the match is the same as the participant's).
 - c. The information is consistent with the known circumstances of the case (i.e. receives UIB). Inconsistencies must be investigated.
6. Files the IEVS/ASA with the original WFP&I 327 on the right side of the CFF.

**10-106 OBTAINS INFORMATION FROM EMPLOYMENT DEVELOPMENT
DEPARTMENT (EDD) (continued)**

- C. The WFI completes the DE 8720 to obtain information on the following:
1. "Archive" employment information (employment information is over twelve {12} months old).
 2. Employment information for up to 48 months from date of request.
- D. The WFI completes the DE 8720, Request for Wage, Claim and Address Information, as follows:
1. Checks the type of transaction(s) requested on the DE 8720 to avoid requesting unnecessary information from EDD.
 2. Enters the Customer Code E00055 in Section A.
 3. Enters the Preparer Code 1907
 4. Completes requester information including:
 - a. WFP&I as Name of Agency
 - b. Current office address
 - c. WFI's name (Printed)
 - d. WFI's telephone number (including area code)
 5. Completes two 3x5 cards for each Social Security Number listed in Section of the DE 8720 as follows: (Note: up to 16 claimant social security numbers can be entered and they may be from different cases.)
 - a. Request Date
 - b. Social Security Number
 - c. Case Name
 - d. Case Number
 - e. WFI's Name and File Number
 - f. The number(s) of transactions selected in Section 5 of the DE 8720.

Note: the options chosen apply to all numbers listed.

**10-106 OBTAINS INFORMATION FROM EMPLOYMENT DEVELOPMENT
DEPARTMENT (EDD) (continued)**

- g. Paper clips cards to DE 8720 (or places entire packet in an envelope to avoid losing card(s).
- h. Documents date DE 8720 completed on the PA 334.
- i. Places DE 8720 with attached cards in basket marked "DE 8720" on the designated clerk's desk.
- k. Discusses the investigation with the SWFI, if information has not been received after one month.

10-107 OBTAINS VERIFICATION OF BIRTH, DEATH, MARRIAGE OR DIVORCE

- A. The WFI shall complete the PA 230, Request for Evidence as follows when verification/certification of birth, death, marriage, or divorce is needed:
 - 1. Requests for certified copies of the documents must be signed by the SWFI and Deputy Director, prior to mailing.
 - 2. Certified copies are to be requested only when required for prosecution of criminal charges.
- B. The WFI may also obtain verification of birth, death, marriage or divorce which occurred in Los Angeles County in person at the:

Los Angeles County Recorder's Office
12400 Imperial Hwy.
Norwalk, CA. 90650

Note: The WFP&I must show identification to County Recorder's representative at counter

10-108 REQUESTS COPIES OF STATE FRANCHISE INCOME TAX RETURNS

The WFI shall request copies of State Income Tax Returns as follows:

- A. Competes the FTB 3515, Request for California Individual Income Tax Return.
- B. Documents the date the FTB 3515 was initiated on the PA 334.
- C. Files a copy of the FTB 3515 on right side of CFF.

10-109 REQUESTS EVIDENCE OF RECEIPT OF SOCIAL SECURITY

The WFI shall complete the following to request Social Security Wage Earner or other SSA Information:

- A. Completes a pre-carboned SSA 1610-U2, Public Assistance Agency Information Request, SSI/SSP, or other SSA information form.
- B. Forwards the original SSA 1610-U2 to the Social Security Administration (SSA) office serving the case record address area.
- C. Telephones the SSA using the following number 800-234-5772 to obtain the address and telephone number of the SSA office serving the area for the case record address, if the SSA office is not known.
- D. Telephones the appropriate SSA if the SSA 1610-U2 is not received from the local office within 30 calendar days. Initiates a second SSA 1610-U2 marked "Second Request" at the request of the SSA representative.
- E. The WFI shall complete the following to request a Certified Extract of Benefit Payments or Certified Copies of Benefit Checks:
 1. Completes the WFP&I 219, Request for Extract of SSA Benefit payments and/or copies of benefit checks.
 2. Files a copy of WFP&I 219 on right side of the CFF and document the date it was initiated on the PA 334.

10-110 REQUESTS VETERANS BENEFITS INFORMATION

The WFI shall complete the CA 5, Veterans Benefits Verification and Referral, form to request Veteran's Benefits Information for the participant or member(s) of the Assistance unit (AU). The WFI completes the CA 5 as follows:

- A. Includes a minimum of one of the following on the CA 5 in order to determine benefits:
 1. Veteran's Social Security Number and date of birth.
 2. Veteran's Military Serial Number
 3. Veteran's VA Claim Number
- B. Forwards a second CA 5, marked "Second Request", if the information is not received within 30 calendar days.
- C. Discusses the investigation with the SWFI if the information is not received within 30 days of the second request.

10-110 REQUESTS VETERANS BENEFITS INFORMATION (continued)

- D. Closes the investigation with negative fraud findings, negative assurance, with the approval of the SWFI.

10-111 OBTAINS VERIFICATION OF ALLOTMENT FROM ACTIVE MILITARY PERSONNEL

The SWFI shall initiate a letter to the appropriate Department of Military and Veterans Affairs Office requesting a detailed report of allotments received by the participant or member of the Assistance unit (AU). The letter must include the following information:

1. Name of person on Active duty
2. Social Security number for person on active duty
3. Date of birth for person on active duty
4. Current address for person on active duty
5. Name of beneficiary of active duty allotment
6. Address of beneficiary
7. Beneficiary's relationship to person on active duty
8. Mails the letter to the appropriate address listed below:

Army

Defense Finance & Accounts Service (DFAS)
Indianapolis Verification Branch
8899 East 56th Street
Indianapolis, Indiana 46249-0801
Telephone No: (888) 729-2769
Fax No.: (317) 517-7583

Navy

Dept. of Defense
DFAS - Cleveland Center
1240 East 9th Street
Cleveland, Ohio 44199
Telephone No: (800) 346-3374

10-111 OBTAINS VERIFICATION OF ALLOTMENT FROM ACTIVE MILITARY PERSONNEL (continued)Air Force

DFAS, Defense Finance & Accounts Service
6760 Irvington Place
Denver, Colorado 80279-6045
Telephone No: (888) 729-2769

Marine Corps

Dept. of Defense
DFAS
Kansas City Center
Office of General Counsel
1500 East 95th Street
Kansas City, Missouri 64197-0001
Telephone No: (816) 926-7103

Coast Guard

Commanding Officer (SES)
Coast Guard Human Resources & Information Center
444 South East Quincy Street
Topeka, Kansas 66683
Telephone No: (785) 339-3540

- B. Files a copy on the right side of the CFF and documents the date the letter was initiated on the PA 334.
- C. Initiates a second letter indicating "Second Request" if no response is received within 30 calendar days.
- D. Discusses the investigation with SWFI if a response to the second request is not received within 30 days of the second request.
- E. Closes the investigation with negative fraud findings, negative assurance, with the approval of the SWFI.

10-112 REQUESTS WORKERS' COMPENSATION INFORMATION

The WFI requests Worker's Compensation Information as follows:

A. County Employee

1. Initiates a request by letter or in person for a detailed report of Workers' Compensation benefits received by the participant or a member of the AU from:

10-112 REQUESTS WORKERS' COMPENSATION INFORMATION (continued)

County of Los Angeles
Department of Health & Safety
3333 Wilshire Blvd.
Los Angeles, Ca.
Telephone: (213) 738-2137

2. The WFI must provide the following employee information:
 - a. Name
 - b. Social Security Number
 - c. Employee Number (if known)
 - d. Date of birth
 - e. Estimated period for receipt of Worker's compensation
3. Telephones the office and requests the information if the information is not received within ten working days.
4. Discusses the investigation with the SWFI, if the information is not received within 30 calendar days.

B. Non-County Employees

1. Contacts the employer's personnel section to obtain the name of the Worker's Compensation carrier.
2. Initiates a request for a detailed report of benefits received by the participant or a member of the AU. The request should contain the information listed above for a County Employee.

10-113 OBTAINS CRIMINAL RECORDS (CLETS/JDIC) INFORMATION

The WFI shall obtain the criminal records for the participant or member of the AU as appropriate by completing the following:

- A. Completes the WFP&I 324, Request for California Law Enforcement Telecommunications System/Justice Data Interface Controller.
- B. Submits the WFP&I 324, along with the CFF to SWFI for approval and signature.
- C. Submits the approved WFP&I 324 to the designated "CLETS/JDIC" Investigator(s) or unit.
- D. Upon receipt of the CLETS/JDIC information the WFI shall:
 1. File a copy of the WFP&I 324 on the right side of CFF and document the information regarding the criminal record on the PA 334.

10-113 OBTAINS CRIMINAL RECORDS (CLETS/JDIC) INFORMATION (continued)

2. Shred all CLETS/JDIC printouts.

NOTE: CLET/JDIC information is to be obtained and viewed only by sworn Welfare Fraud Investigators and Supervising Welfare Fraud Investigators.

10-114 OBTAINS AUDITOR'S WARRANT INQUIRY SYSTEM (AWINS) PRINTOUT OR LEADER BENEFIT ISSUANCE

- A. The WFI obtains legacy issuance information for a 4-year period from the Auditor's Warrant Inquiry System (AWINS) for CalWORKs/Refugee/GR as follows:

1. Case name/number
2. Date warrant issued
3. Warrant numbers
4. Date warrant paid

- B. The Statement of Aid Paid is requested when the WFI needs issuance information prior to the four years AWINS history, or the WFI is requesting photocopies of warrants. The WFI completes the PA 413, Request for Statement of Aid Paid as follows:

1. Completes in duplicate.
2. Places the original PA 413 in the Unit Clerk's "In" basket to be forwarded to Finance Division.
3. Files a copy of the PA 413 on right side of CFF.
4. Initiates a second request if the PA 252, Statement of Aid Paid, is not received within 30 calendar days. Prints "Second Request" in red ink on the top of the PA 413.
5. The WFI shall discuss the investigation with the SWFI if the PA 252, statement of Aid Paid, has not been received within 30 days after the PA 413 for the second request was initiated.
6. Priority handling for the PA 252 Statement of Aid Paid may be requested if copies of the warrants are needed within 48 hours as follows:

- a. The PA 413 is completed in duplicate

10-114 OBTAINS AUDITOR'S WARRANT INQUIRY SYSTEM (AWINS) PRINTOUT OR LEADER BENEFIT ISSUANCE (continued)

- b. The SWFI must sign the space provided for "Authorized Personnel" PA 413 to authorize priority handling.
- c. The original PA 413 for CalWORKs and GR may be sent by County mail or delivered in person to the following address:

Finance Division
3435 Wilshire Blvd.
Los Angeles, Ca. 90010
Re: Statement of Aid Paid

NOTE: If warrant numbers are needed to request "Original Warrants" for handwriting analysis, the WFI must state this is the reason for the request and check the Warrant Number" box on the PA 413.

- C. The WFI shall obtain LEADER Issuance information from the Benefit Issuance sub-system.

10-115 OBTAINS PHOTOCOPIES OF WARRANTS

The WFI shall obtain photocopies of warrants by completing the WFP&I 87, Request for Photocopies of Warrants, as follows:

- A. Completes the WFP&I 87, in duplicate.
- B. Obtains SWFI's signature on WFP&I 87.
- C. Attaches WFP&I 87 on top of the PA 252 and places in the forms in the Unit Clerk's "In" basket for forwarding to the Auditor-Controller.

Auditor-Controller
Welfare Finance Services Division
9150 E. Imperial Hwy.
Downey, California 90242
Re: Photocopies of Warrants

- D. Files a copy of WFP&I 87 on right side of CFF and records date warrants were requested on PA 334.
- E. Discusses the investigation with the SWFI if photocopies of warrants have not been returned within 90 days.
- F. Receives photocopies of the warrants, reviews for completeness and documents receipt of warrants on PA 334.

10-115 OBTAINS PHOTOCOPIES OF WARRANTS (continued)

G. Requests missing warrants by telephoning:

Auditor-Controller's office
(562) 940-2351

10-116 OBTAINS IDENTIFICATION THROUGH HANDWRITING

When the participant denies the signature on documents essential to prove fraud is his/hers, handwriting identification may be requested. The WFI shall:

- A. Discuss the investigation with the SWFI to determine if handwriting identification is appropriate.
- B. If SWFI approves, discuss the handwriting comparison process with the Questioned Document Examiner (QDE) before taking action.

1. The QDE will provide instructions on which "known" documents will be required for comparison with the handwriting in question.

a. Known Documents

Documents the participant admits to signing or documents witnessed by someone (WFI, EW, etc.) who can identify the participant as the writer and it can be established that the participant wrote or signed the document. The QDE will compare the known documents with the questioned documents.

b. Questioned Documents

Documents needed to prove an element of welfare fraud, but the writing or signature are not yet linked to the participant or the participant denies signing.

- C. The WFI shall complete the following when it is necessary to obtain identification through handwriting:

1. Completes part 1 of the WFP&I 86, Original Warrant Request, in duplicate and attaches a copy of the AWINS printout and/or a PA 252.
2. Obtains SWFI's signature on the WFP&I 86 and files a copy on right side of the CFF.
3. Documents the activity on the PA 334.
4. Sends the original WFP&I 86 to the Auditor Controller (AC) liaison requesting the original warrants.

10-116 OBTAINS IDENTIFICATION THROUGH HANDWRITING (continued)

5. Receives call from A/C liaison that original warrants are ready.
 6. Reviews warrants, completes Part II of the WFP&I 86 in duplicate, signs and gives a copy to AC liaison. Files copy of WFP&I 86 on the right side of CFF.
- D. Schedules an interview for the participant to complete a WFP&I 84, Handwriting Exemplar/Identity sheet and PA 853, Affidavit.
1. Completes case and WFI information at top of WFP&I 84, prior to the interview.
 2. Asks the participant to complete the remainder of the WFP&I 84 and the PA 853 affidavit in ink.
 3. Files a copy of WFP&I 84 and PA 853 on right the side of CFF and documents the activity on PA 334.
- E. Prepares Handwriting Folder as follows:
1. Secures handwriting exemplars on the right side of Handwriting Folder in chronological order, with the most recent document on top. Examples of exemplars are WFP&I 84, Handwriting Exemplar/Identity Sheet, payroll checks, CA2's/JA 2's/CA 20's and CW 7's and County Warrants.

Note: The WFI shall maintain county warrants in an envelope.
 2. Places original WFP&I 86 on top of exemplars.
 3. Prints "HANDWRITING", participant's name and State Number, WFI's name, File Number and Unit Number on the outside of the folder.
 4. Places folder in a large brown envelope and writes "HANDWRITING", participant's name, State Number and Unit Number on the outside of the envelope.
 5. Gives packet to SWFI and notes activity on PA 334.
- NOTE: In special circumstances, handwriting analysis may be needed immediately. The Deputy Director will call the Auditor-Controller's Office for original warrants. Once the warrants are received, the WFI will follow instructions above to obtain handwriting analysis.
6. Receives and reviews the handwriting analysis.
 7. Documents the results of the analysis on the PA 334.

10-116 OBTAINS IDENTIFICATION THROUGH HANDWRITING (continued)

8. After handwriting comparison is complete, the WFI completes Part III of the WFP&I 86, in duplicate, returns the original warrants to the AC and obtains A/C liaison's signature on Part III.
9. Files completed WFP&I 86 on right side of CFF and discards control copy. Documents activity on PA 334.

NOTE: Results of the analysis must be included in the Field Investigation Report, WFP&I 113.

10-117 OBTAINS IDENTIFICATION THROUGH PHOTOGRAPHS

The WFI shall obtain a photo identification as follows:

- A. Requests Driver's License.
- B. Show the participant's photograph to the EW and asks if he/she recognizes the participant (gives name on case).
- C. Shows photo to other witnesses.
- D. If the witness identifies the participant, requests that the witness initial and date a copy of photograph.
- E. Documents activities on PA 334.

10-118 OBTAINS IDENTIFICATION BY CONTACTING THE PARTICIPANT

As part of the investigation process, the WFI may question the participant about the allegation(s) outlined in the referral. The WFI should always:

- A. Ask the participant to respond to the allegation(s) in the referral.
- B. Ask the participant to complete a detailed PA 853, Affidavit, explaining his/her response to the allegation(s).
- C. Review the PA 853 to ensure that it includes the participant's response to all questions, contains complete sentences and can be understood by the reader.
- D. The WFI **never** asks the participant to sign a PA 853 completed by the WFI.

10-119 PROVES IDENTITY BY OBSERVING THE PARTICIPANT

The WFI may prove the participant's identity by observing the participant at his/her place of employment. The WFI may also ask an employer to identify the participant as the employee using a DMV photograph (California Driver License or Identification Card).

11-100 OBTAINS AND SERVES SEARCH WARRANTS

The WFI shall discuss the investigation with the SWFI to determine if a Search Warrant is the appropriate method for obtaining required evidence. If SWFI agrees a Search Warrant is appropriate, the WFI shall proceed as follows:

- A. Prepares a narrative via the Investigative Report (WFP&I 113) showing probable cause for the Search Warrant/Affidavit.
- B. Forwards appropriate documents to the Criminal Courts Building (CCB).
- C. Notifies the SWFI that the judge signed the Search Warrant/Affidavit.
- D. Completes the following:
 1. Makes 4 photocopies of the Search Warrant and 4 copies of the affidavit/Statement of Probable Cause (if certified copies were not obtained).
 2. Gives one copy of the documents to the SWFI.
 3. Files the following in the Search Warrant folder:
 - a. Three (3) copies of the Affidavit/Statement of Probable Cause.
 - b. Three (3) copies of the Search Warrant.
 4. The WFI prepares to serve the Search Warrant as follows:
 - a. Calls the bank or business to determine business hours, the location and the appropriate bank officer/business representative to be served.
 - b. Writes the following information on a large envelope to be used for transporting evidence:
 - Evidence Packet
 - Case Name
 - Case Number
 - Date Search Warrant Served
 - Search Warrant Number
 - Location/address of Bank or Business
 - Identification Number (bank account or payroll number)
 5. Takes the following to the bank/business location:
 - a. The original blue backed Search Warrant (and Affidavit/Statement of Probable Cause if not previously retained by the Court Clerk).

11-100 OBTAINS AND SERVES SEARCH WARRANTS (continued)

- b. One copy of the Search Warrant
 - c. Set of Property Receipts
 - d. "Evidence Packet" envelope
6. Shows proper peace officer identification to the appropriate bank/business representative, then proceeds as follows:
- a. Informs the bank officer/business representative that the WFI is there to serve a search warrant.
 - b. Shows **(DOES NOT GIVE)** the bank/business representative the **original** Search Warrant.
 - c. Gives the bank officer/business representative a **copy** of the Search Warrant.

NOTE: The Affidavit of Search Warrant is never to be released or shown to bank personnel.

7. Leaves the bank/business if the representative refuses to comply with the Search Warrant.
8. Notifies the SWFI prior to leaving location or as soon as possible.
9. Obtains the date the evidence will be available. If the bank/business representative complies with the Search Warrant but indicates that the evidence cannot be obtained immediately, the WFI obtains a promise date for the evidence and notifies the SWFI immediately.
10. Returns to the bank/business on the promised date to pick up the evidence.

NOTE: Promise dates shall not exceed 10 calendar days from the date the judge signed the Search warrant.

11. Gives the bank/business representative an "Extension of Search Warrant" if the bank or business representative indicates that evidence cannot be obtained within 10 calendar days. Advises the bank/business representative that the extension form must be completed and that it is the responsibility of the Bank/Business to take the extension form to the judge who signed the Search Warrant in order to obtain an extension to the 10-day limit.
12. Obtains a copy of the completed "Extension of Search Warrant" and files it with the Return of Search Warrant.

11-100 OBTAINS AND SERVES SEARCH WARRANTS (continued)

13. Places the evidence in the Evidence Packet envelope
14. Completes the Property Receipt (original and 3 copies) listing the evidence obtained when evidence is obtained and gives the bank/business representative the 3rd copy.

NOTE: Any bank/business which requests an "Extension of Search warrant" should be able to provide copies of signature cards/applications within the 10 calendar day requirement. Obtain any evidence available within these 10 days for the initial Return of Search Warrant.

15. Makes photocopies of all evidence obtained and files on right side of CFF.
16. Attaches the 2nd copy of the Property Receipt to the "Evidence Packet" envelope containing the original evidence obtained from the bank/business and gives it to SWFI.

NOTE: The SWFI gives the "Evidence Packet" envelope to the Deputy Director for storage.

17. Files the 1st copy of the Property Receipt in the Search Warrant folder and retains the original to be attached to the original Return of Search Warrant.
18. Immediately prepares the Return of Search Warrant form and gives to SWFI for review.
19. Receives the approved Return of Search Warrant forms from SWFI, staples it to the original of the "Property Receipt" and give the forms to SWFI for final review and approval.
20. Receives the approved forms from SWFI and takes the following to the judge **within 10 calendar days** from the date the judge signed the Search warrant:
 - a. Original Return of Search Warrant with the original Property Receipt attached.
 - b. Original Search Warrant and Affidavit/Statement of Probable Cause (if not previously retained by the Court Clerk).

E. The following procedures are to be handled by CCB investigators:

1. Obtains the judge's signature on the Return of Search Warrant.

NOTE: The WFI should sign the Return of Search Warrant in the presence of the judge.

11-100 OBTAINS AND SERVES SEARCH WARRANTS (continued)

2. Follows any required court clerical procedures.

NOTE: Additional "Return of Search Warrants" will be required on those cases involving "Extension of Search Warrant" as other evidence becomes available and additional receipts are issued to the bank or business.

3. Obtains 4 copies of the Return of Search Warrant from the Court Clerk.
4. Notifies the SWFI that the Return of Search process was completed and gives the WFI a copy of the form.
5. Files the remaining copies of the Return of Search Warrant in the CFF Search Warrant folder.
6. Processes Order for Return of Property as follows, if a Search Warrant was obtained, original records were seized and the case is not being transferred to prosecution:
 - a. Prepares pencil copies of:
 - WFP&I 251, Order for Return of Property
 - WFP&I 250, Return of Property Receipt
 - b. Meets with SWFI for review and approval of the pencil copies of the forms and gives them to the Unit Clerk for typing.
 - c. Receives the typed original and 2 copies of the Order For Return of Property, Return of Property Receipt and gives them to SWFI for review and final approval.
 - d. Receives the approved typed original and copies of the forms and the Evidence Packet containing the original evidence from SWFI.
 - e. Delivers the Order for Return of Property to the judge for approval/signature.

NOTE: If the judge only signs the original of the Order, obtain court certified copies of the Order from the Court Clerk and retain the original of the Order.
 - f. Takes the original Evidence and Return of Property Receipt to the bank/business.

11-100 OBTAINS AND SERVES SEARCH WARRANTS (continued)

- g. Gives the representative the original evidence, has him/her sign the Return of Property Receipt and leaves a copy of the Receipt with the bank/business.
- h. Staples the remaining copy of the Return of Property Receipt to a copy of the Order for Return of Property and gives to SWFI.
- i. Staples the original Return of Property Receipt to the remaining copy of the Order for Return of Property and file in the CFF Search warrant folder.

12-100 ALLEGATION OF EARNED INCOME**12-101 INCOME AND ELIGIBILITY VERIFICATION SYSTEM (IEVS)**

The income and Eligibility Verification System (IEVS) is a federally mandated system by which federally funded CalWORKs, Temporary Assistance for Needy Families (TANF), Medi-Cal Programs, and Food Stamp Program request, exchange and use information for the purpose of verifying eligibility.

The following are components of the IEVS State Wide Match Recipient System for Earned Income:

- A. Integrated Fraud Detection System (IFDS)
 - 1. Integrated Earnings Clearance Fraud Detection System
 - 2. New Hire Register (NHR)
 - 3. Payroll Verification System (PVS)
 - 4. Beneficiary Earnings Exchange Record (BEER)
- B. WFI receives CFF and reviews LEADER, Earnings Clearance Sheet (ECS-155LA) or BEER wage abstract for the following:
 - 1. Aid Program
 - a. CalWORKs only
 - b. CalWORKs/Food Stamps
 - c. Food Stamps only
 - d. General Relief
 - 2. Participant Identification
 - a. Name
 - b. Date of Birth
 - c. Social Security Number
 - d. Gender
 - e. Eligibility Status

12-101 INCOME AND ELIGIBILITY VERIFICATION SYSTEM (IEVS) (continued)

3. Employer(s) Information
 - a. Name(s)
 - b. Address(es)
 4. Earnings Information
 - a. Months in which earnings appear
 - b. Amount of earnings
 - c. Full or partial earnings reported
 5. Eligibility Worker's comments on LEADER Case Comments system.
- C. Additionally, the WFI shall review the following documentation, if available:
1. The PA 1325-3, record of IFDS Activity Sheet listing the results of the district's efforts to obtain verification of earnings and admission from the participant.
 2. PA 2419 Employer Contact Letter, IFDS, BEER, NHR, PVS and PA 965 BEER/IRS Contact Letter to Participant).
 3. Participant's affidavit (PA 853)
 4. Any other attached documentation e.g., pay stubs, earnings verification, overpayment record (PA 426), Food Stamp budget documents (DFA 285, DFA 842 LA) reporting information documents (SAWs 2, JAWs 2, CW 7) LEADER Statement of Facts, etc.

12-102 INVESTIGATION OF EARNED INCOME - COMPUTER MATCH (IEVS)

- A. Upon receipt of a referral an allegation of unreported earnings identified as a result of a computer match the WFI shall:
1. Document receipt of Central Fraud Folder and type of allegation on PA 334.
 2. Initiate INF 252 requesting certified copy of CDL/CID.
 3. Investigator shall initiate WFP&I 453 to employer. Files copy of WFP&I 453 on right side of CFF.

12-102 INVESTIGATION OF EARNED INCOME - COMPUTER MATCH (IEVS) (continued)

NOTE: Earnings information should be requested from date of hire to current work status or date of termination.

4. Initiate twenty (20) workday control for employer's response.
5. If no response from employer after twenty (20) workdays, a second request is initiated and controlled for an additional twenty workdays.
6. Confer with SWFI regarding initiation of Search Warrant if employer does not (or refuses) to cooperate with written requests.
7. Compare the work period and work identification to aided period and case record identification upon receipt of employer's information.
8. Conduct field call to employer or initiate PA 454 requesting identification of the employee (participant) if the employer fails to provide photograph.

NOTE: If determination is made that there were additional unreported earnings (during aided period), the investigation must cover the entire period of unreported employment.

12-103 ALLEGATION OF EARNED INCOME - COUNTY EMPLOYEE

A. IEVS abstracts showing the employer's address as **3333 Wilshire Blvd., Los Angeles, CA 90010** indicate that the employer is Los Angeles County.

1. For abstracts showing this address the WFI must initiate a WFP&I-IEVS to the Department of Human Resources, 500 W. Temple St, Room 585, Los Angeles, CA 90012.
2. DHR will provide the following:
 - a. Hire Date
 - b. Department Name
 - c. Department Number
 - d. Department Address
3. Upon receipt of the completed WFP&I-IEVS, the WFI shall initiate a PA 453 to the appropriate County department with the following exception:
 - a. The WFI must discuss the investigation with the SWFI if the WFP&I-IEVS indicates that the employer is the **Los Angeles County Department 140, the Department of Public Social Services (DPSS). No request for employment records for employees of DPSS shall be initiated at this time.**

12-103 ALLEGATION OF EARNED INCOME - COUNTY EMPLOYEE (continued)

4. The WFI shall complete the investigation for employees of other County departments as outlined in Section 12-102 A (1 through 8).

12-104 ALLEGATION OF EARNED INCOME/NON-IEVS

- A. WFI shall review LEADER, Central Fraud Reporting Line (CFRL)/PA140 (Request for Investigation - Suspect Fraud) We-Tip referrals to determine aid program, participant identification and relationship to aided household members.
- B. Reviews all attached documentation submitted with referral.
- C. Follows procedures outlined in Section 12-102 A (1 through 8).
- D. WFI shall attempt to determine the identity of employer as follows if the employer's name is not provided:
 1. Initiates WFP&I 327 (Request for IEVS information) to clerical section, using the participant's Social Security number to determine if any employment/earnings was reported to Employment Development Department (EDD).
 2. Initiates FTB 3515 (Franchise Tax Board form) to reveal taxable earnings.
 3. Initiates DE 8720 to determine earnings within last twelve (12) month period.
 4. Interviews manager/landlord and neighbors in an attempt to verify employment status.

NOTE: WFI must also attempt to obtain copy of rental application/agreement.

5. Contacts school to obtain any possible information regarding parent(s) employment from aided minor's school emergency contact record.
3. Initiates WFP&I 262 (Fact Finding Request) scheduling interview to obtain an affidavit of admission (PA 853) from the suspect (participant).
7. Follows the procedures outlined in 12-102 A (1 through 8) once employer's identity is known.

13-100 ALLEGATION OF NON-EARNED INCOME**A. NON-EARNED INCOME/COMPUTER MATCHES**

1. The following IEVS computer matches indicate the participant may have received non-earned income:
 - a. Integrated Fraud Detection System (IFDS)
 - b. Inter/Intra County Duplicate Benefits Match (Duplicate Aid Detection System - DADS)
 - c. Supplemental Security Income (SSI)
 - d. Disability Insurance Benefits (DIB)
 - e. Unemployment Insurance Benefits (UIB)
 - f. Retirement/Survivor Disability Insurance (RSDI)
 - g. Internal Revenue Service (IRS - Interest Dividend/Profit Sharing Retirement)
 - h. Child Support (CS)
 - i. Franchise Tax Information (FTI) and Asset Clearance Match

B. NON-EARNED INCOME – Non-Computer Referrals

1. Non-Earned/Non-IEVS income referrals are initiated by the Eligibility Worker via LEADER or PA 140, or received on the Central Fraud Reporting Line (CFRL), or WE TIP.

C. WFI shall follow procedures outlined in Section 12-102 A (1 through 8) to obtain a record of benefits and identify the participant.

14-100 HOUSEHOLD COMPOSITION ALLEGATION

- A. Household composition fraud exists in the following situations:
1. The participant failed to report the absent parent of the aided child(ren) resides in the home.
 2. The participant failed to report an aided minor child does not reside in the home.
 3. The participant failed to report a step-parent (who may also be the parent of other aided child(ren) residing in the home.
 4. The participant failed to report other persons both related and unrelated living in the home.

14-101 INVESTIGATION OF HOUSEHOLD COMPOSITION ALLEGATION

The WFI shall complete the following activities to obtain evidence that supports an allegation of household composition:

- A. Reviews LEADER Statement of Facts and Case Comments to determine if the information alleged in referral was reported.
- B. Reviews the Historical (paper) Case Record, including the CA 2 and CA 20, Application/Redetermination and Record of Activity (PA 1325) to determine if the information alleged in referral was reported.
- C. Reviews LEADER and/or Case Record to obtain the following information:
1. The identity of the absent parent.
 2. Identify the following Information about the aided child(ren) allegedly out of the home:
 - a. Name and age of child(ren)
 - b. Names of child(ren)'s parents
 - c. Name of school child(ren) attends
 3. Current and previous addresses used by the Participant.
 4. Name of Landlord.
 5. Vehicle registration information for vehicle's registered to the absent parent.

14-101 INVESTIGATION OF HOUSEHOLD COMPOSITION ALLEGATION (continued)

- D. Vehicle registration information for vehicles registered to the case record address.
- E. Reviews Tax Assessor Information (Property Pro) for:
 - 1. Owner of case record address
 - 2. Record of property owned by participant and/or absent parent.
- F. The WFI prepares and documents on PA 334 the date the following were initiated:
 - 1. Request for certified copy of DMV Identification Card or Driver's License with photograph and Driver's history record for absent parent of child(ren).
 - 2. WFP&I 275, Rent Verification, to the landlord/owner
 - 3. WFP&I 314, Request for School Records and Attendance Verification for school age children
 - 4. PA 453 Employer Letter for both parents if employer is known
 - 5. DE 8720 request for EDD employment records for absent parent.
 - 6. Copies of State income tax returns(s) from the Franchise Tax Board.
- G. Requests other relevant collateral documentation that may contain the address for the absent parent or indicate the aided child resides out of the home, i.e. bank records, utility records, voter registration, etc.

15-100 FIELD INVESTIGATION

The WFI shall conduct a field investigation on household composition allegations. The names of persons receiving public assistance are confidential. The WFI must not reveal that the participant receives public assistance during the interview. The WFI must attempt to interview the following:

:

- A. Landlord and/or property owner.
 - 1. Determine the names of all persons living in the home and their relationship to the participant.
- B. Obtain a copy of the rental application and/or agreement if possible.
- C. Neighbors
 - 1. Discreetly question neighbors about persons living at the case record address.
 - 2. Attempt to determine the names of all persons living in the home and their relationship to the participant.
- D. Note the license number for any automobiles in the participant's driveway or designated parking space and initiate a DMV request for information about the registered owner upon returning to WFP&I headquarters.
- E. School Staff
 - 1. School secretaries and other office employees (especially elementary and middle school staff) frequently have knowledge of the participant and other members of the child's family.
 - 2. Ask to see the emergency contact card on file for the child. The card may contain information about the absent parent, including employment information.
 - 3. If school personnel indicate that the child previously attended the school but is no longer enrolled, ask if the child's records were transferred or forwarded to another school or school district.
- F. Absent parent's employer in the following situations:
 - 1. The information on the PA 453 indicates the absent parent resides in the home. The WFI should try to obtain copies of employment records containing the absent parents address and other information which indicates he/she resides in the home.

15-100 FIELD INVESTIGATION (continued)

2. The PA 453, Employer's Letter, is not returned.
3. The PA 453 is returned, but contains information that needs to be clarified.

15-101 OTHER ACTIVITIES

The WFI is not limited to the activities listed above. The WFI should attempt to locate and interview other persons who may have information about the household composition.

- A. The WFI should always request that witnesses complete an affidavit (PA 853). However information obtained can be used even if the witness refuses to complete an affidavit.
- B. The WFI must always document the witness' statement on the PA 334 as soon as possible following the interview.
 1. Documentation shall include the name of all witnesses, if possible, and the address or location where the interview was held.
 2. A household composition investigation cannot be closed as negative until an attempt has been made to locate and interview two or more witnesses.

